

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
**DUTY STATEMENT**  
SOCIAL SERVICES CONSULTANT III (SSC III)  
Independent Living Program Policy Unit

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises. N/A

Total number of positions Branch/Bureau/Unit/Section (circle one) for which this position is responsible: N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS: N/A

CONCEPT OF POSITION:

Under the general direction of the Unit Manager (SSMI), the SSC III is the independent living and transitional housing specialist for youth in foster in foster care. The SSC III develops, implements, and monitors program policy; and evaluates statewide policy effectiveness. The SSC III is responsible for identifying and making recommendations for changes to State laws and regulations governing foster care programs. Acts in a lead capacity on the most complex and sensitive projects.

A. RESPONSIBILITIES OF POSITION:

- 40% Researches, analyzes and develops alternatives and recommends positions to management for decisions on program policy issues. Participate in program development and implementation activities.
- 25% Analyzes proposed State legislation, develops legislative proposals, written reports and correspondence, including All-County Letters and All-County Information Notices to disseminate program information and policies.
- 10% Develops regulations and manages their progress through the approval process. Reviews regulations developed by other programs to assess their impact on the foster care program.
- 10% Completes special projects and studies as required
- 5% Performs other administrative functions as necessary including the preparation of time study and monthly activity reports.

B. SUPERVISION RECEIVED

The SSC III is directly supervised by the SSMI.

C. ADMINISTRATIVE RESPONSIBILITY

None

D. PERSONAL CONTACTS

The SSC III has daily contact with other CDSS staff, social services agencies, and private agencies/organizations, and intermittent contacts with other state agency and federal staff.

E. ACTIONS AND CONSEQUENCES

Policy interpretations are developed and recommended regarding placement related services to the out-of-home components of the child welfare services system. Faulty analyses and interpretations or inaccurate or inconsistent statements will result in inappropriate services to children, county and/or State noncompliance with federal and State statutes, and potential loss of funding if subsequent sanctions are imposed.

F. OTHER INFORMATION

Knowledge of child welfare services programs, county social welfare agencies, community organization, and CDSS administrative and support services, children's services and other related programs is desirable. Knowledge of family dynamics and issues affecting relative caregivers is desirable. The SSC must have good interpersonal, writing, and communication skills and be able to work well with a variety of people. The AGPA must be able to work well under pressure.